



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PROJECT MANAGER

Class No. 003575

■ **CLASSIFICATION PURPOSE**

To provide management, coordination, direction, planning and administrative guidance to professional and technical personnel in the execution of major long-term capital improvement projects; real estate or energy issues; and to perform related work as required.

■ **DISTINGUISHING CHARACTERISTICS**

This classification is allocated only to the Department of General Services and the Department of Public Works, Airports, and Real Estate Property. Under general direction, Project Managers provide professional, financial, and legal guidance by taking into consideration project goals and constraints and the extent of the county's financial and legal obligation for assigned projects. The Energy Option Project Managers conduct comprehensive energy utilization studies, develop energy strategies, investigate new technologies, and interact with local and regional energy entities for mutual gain. The Real Estate Option Project Managers manage and oversee the performance of contracted work, develop request for proposals, appraise and review appraisals submitted by contractors, negotiate development projects on County owned land and handle the most complex real estate transactions. Incumbents may also be required to supervise subordinates. This class differs from the Project Manager, Public Works in that the latter is a first-line supervisor of professional staff responsible for the development and maintenance of the roads, bridges, and airports.

■ **FUNCTIONS**

The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Identifies operational problems and formulates appropriate solutions.
2. Confers with customers to ensure programs/applications meet requested objectives.
3. Coordinates and oversees activities through consultation and technical direction from the Group Manager.
4. Manages and coordinates project budgets, and review the work of professional and technical consultants.
5. Maintains records, analyzes data and prepares comprehensive reports.
6. Attends public hearing and committee meetings to furnish expert advice or information or to make presentations.
7. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
8. Reviews and approves project schedules, coordinates reporting systems and administrative procedures.
9. Performs special studies and projects as assigned by the department head.
10. Serves as a county witness during court proceedings.
11. Assists, prepares and administers project budget.
12. Acts as liaison with other governmental agencies, citizen advisory groups, and other county department.
13. Prepares grant requests.
14. Directs research and administrative activities to develop architectural programs and projects.
15. Reviews and conducts analyses of construction bids and contracts.

16. Manages, coordinates, plans, directs, and reviews the work of project personnel in all phases of work.
17. Coordinates the selection of architectural, or engineering firms and their subsequent planning, design, and supervision of construction, renovation construction, or maintenance of county buildings.
18. Performs cost estimations.
19. Reviews and approves facility program needs, schematic and preliminary design work.
20. Provides facility construction/remodeling information to design consultants and reviews work for scope compliance, contract conformance, quality assurance, and appropriate function.
21. Confers with officials, engineers, contractors, and others at all levels of government and private industry.
22. Manages storm water compliance.

Energy Option

In addition to the above Essential Functions, Energy Project Managers have these essential functions:

1. Reviews, updates and revises the Department's Energy Management Plan, approved by the Board of Supervisors, detailing energy and resource goals including an implementation plan or timeline.
2. Reviews the internal County Program to improve energy utilization efficiency of County facilities and equipment.
3. Negotiates and coordinates the implementation of utility contracts.
4. Conducts and/or coordinates and supervises on-site energy audits and meets with County officials and department representatives to discuss energy management and conservation problems and projects.
5. Investigates and resolves energy efficiency problems associated with design interpretation and or contact performance.
6. Maintains records, analyze and prepare reports related to the evaluation of energy utilization.
7. Provides consulting services to customers to facilitate both the short and long term planning and implementation of public goods energy programs.
8. Provides the customer with installation inspectors for compliance with County program requirements.
9. Develops expert knowledge of emerging energy technologies for incorporation into county strategic planning.
10. Prepares budget for energy conservation projects, including analyzing replacement or construction costs, cost savings and payback times.
11. Attends regional and statewide meetings on energy initiatives and energy working groups.

Real Estate Option

In addition to the above general Essential Functions, a Real Estate Project Manager must have these essential functions:

1. Plans, manages and coordinates professional/technical activities of the appraisal/property development/eminant domain section of the Real Estate Service Division of General Services or the Real Property work group of the Airports Section of the Transportation Division of Public Works.
2. Formulates scope of appraisal problems, discusses client needs and procures bids from qualified appraisers, gains approval from client departments, and awards assignments.
3. Reviews appraisal reports for technical competency, inconsistencies, and adherence to industry standards.
4. Develops alternative evaluation methodologies and arguments, maintains schedules in support of client department goals, and prepares personnel evaluations.
5. Meets with management and/or client department representatives, assesses needs and advises appraisers and other consultants.
6. Appraises property, and writes reports to secure necessary Right of Way for parks, library sites, etc.
7. Handles contract administration, billing issues, and budgets; works with Purchasing/Contracting Department on these matters.
8. Negotiates development agreements, disposition/development agreements, and development agreements with option to lease.
9. Negotiates long term ground leases on County owned property with tenants who will construct improvements on those leaseholds.

10. Handles complex acquisitions of large parcels of vacant land with multi-use development potential.
11. Negotiates lease/purchase contracts in which the County is the tenant when such contracts call for the construction of improvements by the landlord.
12. Prepares requests for proposals for a wide variety of real estate leasing, acquisition and development projects.
13. Analyzes fiscal performance of real estate assets.
14. Analyzes and implements options for County Buy-out of remaining lease term.
15. Interprets regulations from other governmental agencies as they apply to management of County owned property.

■ KNOWLEDGE, SKILLS AND ABILITIES

All Options Knowledge of:

- Management principles and techniques in project planning and administration.
- Contract negotiations and administration methods and techniques.
- Principles and practices of public administration management.
- Methods and practices of budget, schedule preparation and management.
- Management techniques to lead project teams.
- Legislative/county government organization, functions, processes and procedures.
- Grant availability and application procedures.
- County fiscal and budget processes.
- Common computer software programs (e.g. word processing, spreadsheets, scheduling programs).
- Negotiation techniques and the competitive bidding process.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.
- Federal, State, and local codes and regulations pertaining to projects (e.g., building codes, administrative codes, contract law, general public financing).
- Principles and practices of project/cost accounting, cost analysis and project management.
- Principles and practices of supervision.

Energy Option Knowledge of:

- In addition to the above knowledge, Energy Project Manager has this additional knowledge.
- Thorough knowledge and understanding of the principles of energy efficiency usage in the complex environment of large buildings, detention facilities, hospital environments and miscellaneous all purpose facilities.
- Familiarity with building codes and regulatory environments.

Skills and Abilities:

- Plan, organize, coordinate, direct and manage multi-disciplinary work efforts.
- Direct and monitor the work of project consultants for regulation and code compliance, contract conformance, and quality assurance.
- Analyze results of various research and feasibility studies and identify effective courses of action to be taken.
- Negotiate contracts with project consultants.
- Prepare and manage a budget.
- Resolve disputes and function effectively in complex, sensitive and adverse situations.
- Lead professional, technical and support staff.
- Make presentations to the public and other agencies.
- Provide effective leadership and training to other staff.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public, representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Real Estate Option Knowledge of:

In addition to the above knowledge, Real Estate Project manager has this additional knowledge:

- Principles and practices of real property acquisition and appraisal for public purposes.
- Real property management techniques and processes,
- Methods of utilization of surplus property, negotiation of leases, rent collection processes and development.
- Laws and practices governing contracts, land titles, and easements.
- Airport planning including development of airport layout plans.

- FAA and State Aeronautics rules & regulations applying to airport development.
- Legal instruments pertaining to real estate transactions, including deeds, escrow papers, and title reports.
- California eminent domain law and related federal and state policies and procedures.
- Principles of Real Property Law, relocation assistance, and laws governing condemnation proceedings.
- Effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements and encroachments.
- Rental/lease agreements and procedures for proper negotiations and completion.
- Techniques used to project economic trends and estimate impact on real property values.
- Contract procedures necessary to hire professional consultants.
- Evaluation of competing proposals from professional consultants.

Skills and Abilities:

- Perform complex work and solve difficult problems regarding real property valuation, acquisition, property management, relocation assistance, office space leasing, development agreements and ground leases involving construction of improvements and right-of-way negotiations, all involving owners or agents.
- Make complicated appraisals of land and improvements, including the appraisal of severance and consequential damage.
- Work with County Counsel or counsel second parties to resolve draft/language issues in real estate contracts.

■ EDUCATION /EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

- 1) A bachelor's degree from an accredited college or university in city/regional planning, architecture, engineering, construction management or closely related field; AND, two (2) years of professional-level project management experience performing development planning, research, data analysis, computations, project coordination/management, grants management, or management support activities in architecture/construction, OR
- 2) Six (6) years of professional-level experience in the construction industry as a superintendent or manager of multi-trade construction projects in the performance of general construction and or specialized construction with projects valued at more than \$1,000,000.

Energy Project Option

- 1) A bachelor's degree from an accredited college or university in environmental studies, public or business administration, architecture, engineering, or a closely related field; AND two (2) years of professional lead-level project management experience in public utilities planning, coordinating, and financing, OR
- 2) Six (6) years of professional-level experience in the energy industry as a manager of energy projects.

Real Estate Option

- 1) A bachelor's degree from an accredited college or university in real estate, business administration, public administration, economics, urban planning or closely related field, AND, two (2) years of professional lead-level experience in real property acquisition, commercial property leasing, property management, relocation assistance, appraisal, and real property development in a public or quasi-public agency which exercises the power of eminent domain OR,
- 2) Six (6) years of progressively responsible experience in real property acquisition, commercial property leasing, property management, relocation assistance, appraisal, and real property development in a public or quasi public agency which exercises the power of eminent domain, with at least (2) two years of such experience having been obtained at the level equivalent to that of a Senior Real Property Agent in County service.

Note: Possession of one or more of the following designations is highly desirable: Senior Right-of-Way Agent (SR/WA), Member of Appraisal Institute (MAI), Certified Property Manager (CPM), Real Property Administrator (RPA), Certified Commercial Investment Member (CCIM), Registered Civil Engineer or Land Surveyor.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by case basis.

Frequent walking over uneven terrain, standing sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials; and continuous upward and downward movement of neck.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

For some positions, a valid Architect's license issued by the California Board of Architectural Examiners, Professional Engineers license or Class "B" General Contractors license is highly desirable.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

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